

ITJSG Minutes
March 22, 2000

Attendees: Capt Brooks, Dave Hoshaw, Rowe Campbell, John Zorich, Lt Col Paul Yandik, Tory Baggiano, LCDR Farnum, Thomas Campana, Bud Wylie, COL R. Mark Brown, Chris Bertelli, Mike Williams, and Sybil Cole.

Agenda:

Integrated Deployment Schedule Group (IDSG) process – John Zorich
ITJSG DCMC Electronic Forms Brief – John Zorich
FY 01 IT Performance Plan – Mike Williams
Misc.

Minutes (Action Items and Decisions in blue Italics):

Integrated Deployment Scheduling Group

- John Zorich presented an informational briefing on the IDSG processes. (See attached briefing.)
- The IDSG has updated the integrated schedule. The IDSG has noted that they will have to keep a close eye on the testing, deployment and training schedules for SIS-RAMP and Alerts since they are both deploying at the same time. (The updated integrated schedule is posted on the DCMC Web site in pdf format.)
- Tom Campana questioned Lt Col Yandik about the timing of Wide Area Workflow (WAWF) deployment vis a' vis SIS-RAMP and Alerts, and, generally, whether WAWF had been factored into the equation. Both Mike Williams and Lt Col Yandik noted that WAWF is still encountering some difficulties in testing. Accordingly, it's difficult to say exactly when WAWF will deploy. Lt Col Yandik also said that before DCMC deploys WAWF, the Paperless Contracting Center will present a Business Case briefing to the ITJSG. During the process of developing the business case, the Paperless Contracting Center will touch base with the IDSG and coordinate the various deployment schedules.
- John stated that his vision is to have "three legs" of expertise on the IDSG: IT (i.e., the developers), Ops (the users) and HR (trainers).
- The IDSG is working to go to web based training. They are planning to use the NASA U07 as the prototype to develop a standardized approach to Web based training. They hope for the standard approach to be available in time for SIS-RAMP.
- This briefing was presented at the Group Leaders Conference on the 9th and 10th of March and the minutes for that meeting have been posted on the Web. John stated that he has been receiving positive feedback.

ITJSG DCMC Electronic Forms Brief

- John Zorich and Tory Baggiano presented an informational brief on the direction for Electronic Forms. (See attached briefing.)
- After the software push that occurred yesterday DCMC is now using version 2.2.2 of FormFlow. Though this is a new version it is still not 32 bit.
- Currently we pay DLA 130K a year for FormFlow maintenance. This money has been paid up through the end of FY 00. Support for design changes are paid to DLA-DASC at \$46/ hour. Since the money is paid up until the end of FY 00, DCMC has some time to come up with an alternative to FormFlow if there indeed needs to be a change.
- Two other options that have been researched are Itercon Associates Web Product and internally developed .html file format forms.

- Rowe Campbell asked if there were any preliminary costs for the Itercon Associates product. Andy answered that initial licenses would cost \$20,000 and \$3,800 per year for maintenance. They will also design forms for \$70 per page.
- Tory stated that Andy Blaher had looked at this product and that it was basically a user-friendly front end.
- The internally developed html forms would not cost for licensing, but there are no existing forms.
- Mike pointed out that DASC is already hosting a web version of FormFlow.
- There is a team under Capt Brooks that is looking into the forms and instructions currently on FormFlow. They are trying to determine what forms will be brought over.
- Mike stated that General Mareshenko wants all forms to be routed through EDW. In fact he wants EDW to be the storage location for all regulations.
- General Mareshenko also told Mike that he would like DCMC to be the first paperless agency in DoD.
- Capt Brooks pointed out the need to be aware of other applications that use FormFlow as their basic platform.
- Mike stated that an IPT needs to be set up to bring this all together and bring EDW into HQ. The IPT will organize the processes and the storage of the regulations. Mike stated that the IPT would have to have members from all the business areas.

FY 01 IT Performance Plan

- Mike Williams presented the preliminary FY 01 IT Performance Plan. (Available for viewing at Q:/aqa/itjsg)
- Mike started by saying that he looked at an article about a Joint Chiefs of Staff study on the metrics that Fortune 500 companies use in assessing their IT performance. He liked several of those metrics, and has incorporated several of those in the initial draft of the FY 01 IT Performance Plan.
- On chart eight where it refers to cost per client, that's meant to be only for the cost of the desktop hardware.
- On chart nine, the group noted how low the costs were for software and training and were in agreement that the costs must be for training on Commercial-Off-The-Shelf software only.
- On chart 12 there was some discussion on how they could measure the number of problems per user per year. Mike said that they would gather the data from all the help desk calls and divide it by the number of people in DCMA. It was noted that it would be hard to get exact figures and proxy figures were the best they could do.
- On chart 17, instead of reading no more than 41 clients per server it should read no less than. The same goes for Clients per Network Printer. The software costs are assumed to be for COTS.
- Mike would like feedback on the plan e-mailed to him.

Miscellaneous

- Tom Campana brought up an issue with the DLA training rooms not being able to reach the DCMC servers. He said that DASC had made a tunnel through the HQC firewall especially for them, but wanted everyone to know that this is a problem to think about when planning for AIS training in the building.
- He also wanted to know if there was any effort in place to alleviate the workload for TASOs to authorize functional access to DCMC AISs. He said that there are presently four to five processes per app.
- John Zorich said that they had found a solution, but wasn't positive it would work for everything. Security Account Manager (SAM) was what he was referring to. It will come out with SIS-RAMP in a couple of months. It takes the process that once took two weeks to a process that takes two hours.
- Jim Rardon will present a briefing on SAM to the ITJSG at a future meeting.
- The ITJSG told John Zorich they would like to see a periodic review from at least one program per meeting.
- Rowe Campbell also suggested that once the POM Cycle was complete that they brief what was going to be financed next year.

Approved:

MICHAEL R. WILLIAMS
Chairperson, DCMC Information
Technology Joint Steering Group